



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 03-7, Military Leave

Date: September 19, 2003

To: Holders of the Payroll/Personnel Manual

In accordance with Public Law 106-554, Section 101 (a)(3), regular military leave must be recorded in hours instead of days on an employee's Time and Attendance (T&A) Report. Effective with the processing of Pay Period 19 T&A's, the National Finance Center (NFC) will modify the System for Time and Attendance Reporting (STAR) and the Web-Based System for Time and Attendance Reporting (STAR Web) to accommodate this change. The Personal Computer Time and Attendance Remote Entry System (PC-TARE) will not be modified to accommodate this change. Instructions for agencies using NFC applications are provided below.

#### **STAR (Windows-based)**

Effective Pay Period 19, Version 1.02 of STAR must be installed to accurately process regular military leave information. Software request information, as well as details related to other enhancements included in Version 1.02, are provided in Bulletin 03-8, System for Time and Attendance Reporting (STAR) Version 1.02, dated September 12, 2003.

#### **STAR Web**

Effective Pay Period 19, STAR Web will begin allowing regular military leave to be entered in hours. No action is required by STAR Web users.

#### **PC-TARE**

Agencies still using PC-TARE to process T&A's should be aware that military leave balances can no longer be entered or maintained correctly through PC-TARE. These agencies should contact Customer Support personnel at **504-255-5230** about converting to STAR.

#### **Uniform Service Status**

Military leave can be processed through a T&A only if one of the appropriate codes shown below is entered in the Uniform Service Status field on an employee's personnel action.

Four new codes have been implemented to facilitate proper editing. Effective Pay Period 19, the employee must have one of the following values in the uniform service field to accommodate military leave used. If one of the codes below is not entered in the Uniform Service Status field, the T&A will reject and military leave balances will not be updated.

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Filing Instructions: File with the Title I procedure.

Expiration Date: When superseded

- 1 - Ready Reserve
- 2 - Standby
- 3 - National Guard
- 6 - Ret Mil (Reg) and Rsrv/NG
- 7 - Ret Mil (Non-Reg) and Rsrv/NG
- 8 - Ret Mil and DC NG
- 9 - DC National Guard

The Uniform Service Status field can be updated via the 006 Update Action processed in the Entry, Processing, Inquiry, And Correction System (EPIC), Personnel Action Processing System (PACT), or Front-End System Interface (FESI). The effective date and authentication date of the 006 Update Action must match the effective date and authentication date of the employee's last non-exception action on the database (i.e., actions other than details, bonuses, and awards). This information can be obtained from the employee's information on Information/Research Inquiry System (IRIS) Program IR122, SF 50-B Data Elements.

#### **Carryover Military Hours**

Please note that if there are any regular military leave hours to be carried over into the new fiscal year, the Forward field in the Employee Leave Account window in STAR (Windows-based) and STAR Web should be adjusted.

#### **Inquiries**

Please refer questions about NFC processing to the Payroll Operations Branch at **504-255-4630** . For questions about STAR, call Customer Support at **504-255-5230** or via e-mail at [customer.support@usda.gov](mailto:customer.support@usda.gov). For questions about this bulletin, call **504-255-5322** or send an e-mail to [nfc.pvct@usda.gov](mailto:nfc.pvct@usda.gov).



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